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**OFFICE ESTIMATES
 SCHEDULE OF EXTERNAL RESEARCH PROJECTS**

OFFICE

Personnel

BUDGET PROJECT NUMBER AND TITLE

ACTUAL FY	ESTIMATED FY	ESTIMATED FY
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Not Applicable

FISCAL YEAR
 1968

25X1A

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OFFICE ESTIMATES - POSITION JUSTIFICATION

OFFICE Personnel	FISCAL YEAR 1969
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FY 1969 (con't)

The GS-14 level for Recruitment Officers is based on the independence of operation, the responsibility for an entire geographic area, the necessity for dealing with top officials of universities and other organizations, exceptional skill in recognizing the limits of information which can be revealed, excellent knowledge of the requirements of positions, and unusual skill in convincing individuals of the advantages of Agency employment over competitors. In addition they support other Agency activities as requested by Agency officials. The present GS-13 Recruitment Officers perform the same duties and exercise the same responsibilities as the present GS-14 officers. Therefore, the GS-13 officers should be raised to GS-14.

25X1A

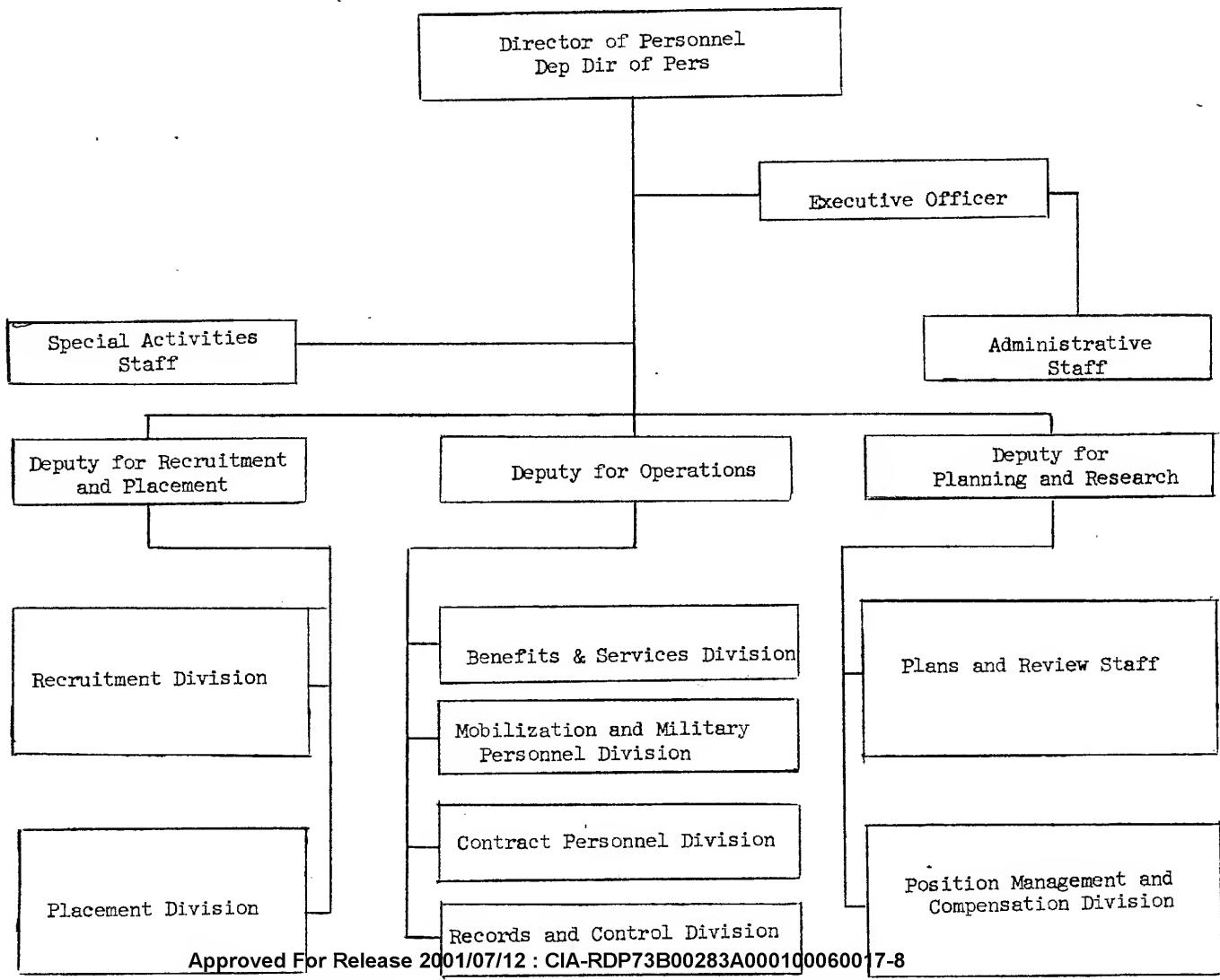
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S-E-C-R-E-T

30 JUN 1967



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S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT

GENERAL MANAGEMENT

Office of the Director of Personnel

The Director of Personnel is responsible for the development and administration of an Agency-wide personnel program. His functions include formulating and recommending policies, regulations, and standards; advising and assisting administrative and operating officials; reviewing and evaluating personnel management practices in the Agency; providing a full range of personnel and employee services; and conducting research as required in support of these programs. The immediate office of the Director of Personnel has primary responsibility for the direction of subordinate elements engaged in carrying out these activities and for providing administrative and housekeeping support to the Office.

Special Activities Staff

This Staff assists Agency operating and career service officials in carrying out their responsibilities in situations concerning separations and disciplinary actions. It serves as the principal staff arm of the Director of Personnel in matters relating to suitability determinations and adverse actions. In addition, this Staff provides direction and professional guidance to the Applicant Review Panel, the Overseas Candidate Review Panel, and the Personnel Evaluation Board. This Staff further has the responsibility of processing applications for Career Employee Status.

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont)

Deputy Director of Personnel for Recruitment and Placement

Recruitment Division

This Division is responsible for planning and conducting recruitment programs designed to fully satisfy the Agency's continuing personnel requirements. The Field Recruitment Branch is responsible for a nationwide college relations and recruitment program, for area and specialized recruitment programs, interviewing of all prospect referrals from Headquarters and for the recruitment of stenographers, typists, and sub-professional Communications personnel. The Washington Area Recruitment Office is responsible for interviewing all applicants who seek out the Agency on their own or who are referred locally by Congressional or other interested persons. In addition, WARO is responsible for the recruitment of various clerical personnel in the local area as well as in the States adjacent to or near the District of Columbia. The Retiree Placement Service is responsible for counseling and assisting those retirees seeking other employment after retiring under the Civil Service Retirement System or the CIA Retirement and Disability Act. The Employment Referral Service assists resignees in seeking employment in other branches of the Government, industry, or in educational institutions. This Division is also responsible for the initial selection and assignment of clerical employees.

Placement Division

This Division is responsible for receiving, reviewing, and evaluating qualifications of applicants; making placement recommendations to Agency officers; initiating and monitoring employment processing; preparing appropriate correspondence with applicants and candidates in process; and assisting the various offices in the review of personnel requirements, and in the preparation and revision of recruitment requests. This Division also is responsible for monitoring personnel management operations on a day-to-day basis including the deployment, utilization, development, and promotion of staff employees throughout the Agency within established ceiling restrictions and management controls.

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont)

Deputy Director of Personnel for Operations

Benefits and Services Division

This Division is responsible for all phases of personnel relations activity including counseling, pre-exit interviewing and exit processing, processing of medical claims under statutory programs, administration of a wide range of Agency-sponsored and statutory insurance programs, retirement, administration of various employee recognition programs, and for other employee activities including recreation, fund drives, car pools, and blood donors. It is also responsible for the centralized handling of employee emergencies and the handling of missing and captured personnel falling within the coverage of the Missing Persons Act, and for providing guidance on casualty planning for sensitive or hazardous undertakings. In addition, this Division is responsible for providing a central processing service to assist Agency personnel in performing official travel, for providing staff support to the Agency Retirement Board, for administering the retirement program under the CIA Retirement and Disability Act, for providing policy and guidance on proposed retirement programs for proprietary and subsidized organizations, and for providing administrative direction to the Northwest Federal Credit Union.

Contract Personnel Division

This Division is responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support or covert operations; for the development and interpretation of policies relating to Staff Agent personnel and the complete processing of such personnel; for monitoring and reviewing industrial contracts involving personal services; and for the administration and granting of allowances and differentials for Agency personnel serving overseas. These responsibilities include preparation and execution of contracts and the review of Field contracts submitted to Headquarters; the processing of Agency consultants; and the maintenance of records on non-staff personnel. The Division is also responsible for providing staff guidance on problems concerned with unemployment compensation for covert personnel and on social security matters for all types of Agency personnel.

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OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont)

Deputy Director of Personnel for Operations (Cont)

Mobilization and Military Personnel Division

This Division is responsible for the procurement, assignment, administration, and disposition of military personnel detailed to the Agency and the development of plans and recommendations for the mobilization of manpower in the event of a national emergency. This responsibility includes conducting necessary liaison with appropriate components of the Department of Defense, and preparing and maintaining records pertaining to military personnel. The Division is also responsible for the administration and support of the Agency's Military and Civilian Reserve Program.

Records and Control Division

This Division is responsible for analyzing and codifying qualifications data for applicants and employees; processing official personnel actions; maintaining official Agency records of employees; and preparing and maintaining necessary statistical records and reports.

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S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont)

Deputy Director of Personnel for Plans and Research

Plans and Review Staff

Responsible for providing staff support to the Director of Personnel in the development, review, and evaluation of policies and programs. In more detail, the Staff stays abreast of and coordinates the efforts of the Divisions as they relate to policy planning and program development and undertakes separate projects in specialized fields, such as manpower analysis, legislative proposals, and promotion studies. The Staff is also responsible for the development and coordination of personnel regulations, handbooks, and notices. The Staff provides technical guidance in the fields of printing, reproduction, and graphic arts for projects undertaken by the Office of Personnel

Position Management and Compensation Division

This Division is responsible for conducting a comprehensive program of position management and compensation throughout the Agency. The responsibility includes participating in the development of overall personnel policies, standards, and regulations, with emphasis on position management and compensation; reviewing the organization and functions of Agency components and recommending changes in organizational structure, realignment of functions for effective operations, realistic manpower requirements, and employee utilization; establishing grade and pay levels of Agency positions; wage administration for domestic and foreign local positions; establishing and maintaining an occupational coding structure; monitoring average grade and salary levels; establishing special rates and schedules; authorizing establishment and changes to the position and organization structure; evaluating the organization and compensation structures of proprietary organizations.